

Brittany E. Lutz

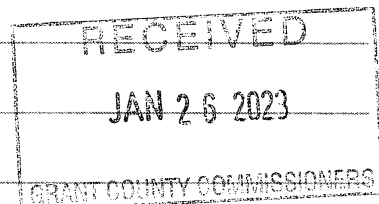
From: noreply@civicplus.com
Sent: Thursday, January 26, 2023 11:25 AM
To: BOCC Consent
Subject: Online Form Submittal: OUT OF STATE TRAVEL REQUEST APPLICATION

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OUT OF STATE TRAVEL REQUEST APPLICATION

Traveler's Name	Dale Weaver
Dept/Committee	Renew/SUD
Date of Request	1/26/2023
Travel Type	Out of State Travel
Departure Date	4/23/2023 6:00 AM
Return Date	4/26/2023 10:00 PM
Funding Source	Both
Account Code	Field not completed.
Destination (City, County, State)	Falls Church, VA
Purpose of Travel	Champions for Youth Summit
Hotel - GSA Rate	\$258.00
Hotel - Nightly Rate	\$258.00
Cost Application	Government Rate
Rental Car Required	No
Hotel Total	774.00
Conference Fee	495.00
Daily M&IE at Destination	276.50
Rental Car Cost per day	0



Explanation for Rate
(required if hotel cost is
greater than per diem, or
government rate)

Conference rate due to location

Air Carrier

Alaska Airlines

Cost of Flight

1092.00

Total trip cost (Include all
cost totals)

\$2,637.50

Preparer's Name

Tina Steinmetz

Preparer's Title

Accounting Technician

Preapproved by EO/DH?

Yes

Use of travel card to fill a rental vehicle gas tank prior to its return is recommended.

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